



VOLUNTEER POSITION GUIDE

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| TITLE | Book Nook Volunteer |
| HOURS | Minimum of three scheduled hours, one day a week. |
| SUPERVISOR | Hankin Library Branch Manager/Circulation Supervisor |
| OBJECTIVE | To assist with tasks related to the preparation and care of the library's Book Nook areas. To create attractive spaces in which the library can sell used books. |

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Sorting through new book donations and selecting books to be sold in the Book Nook
- Maintaining and straightening the two Book Nook rooms
- Merchandising the books to create “eye appeal”
- Selecting books that will be “specially priced”

DESIRED QUALIFICATIONS/SKILLS

- Knowledge of the book publishing industry and/or an eye for valuable and noteworthy books.
- An enthusiasm for books
- Book retail experience and/or experience with coordinating used book sales
- After initial training, be able to work with minimal direction.
- Physical stamina – stooping, standing, stretching and use of foot stool required.
- Be service oriented with a desire to actively support the Chester County Library's mission through volunteer service
- Ability to work in a busy and crowded environment and to interact well with the public
- Ability to follow oral and written instructions

TRAINING

- A one-to-one orientation will be provided by the Branch Manager/Circulation Supervisor at the time of placement
- On-the-job training will be provided